

5 FAM 850 CONTINUITY OF OPERATIONS AND CONTINGENCY PLANNING

*(TL:IM-50; 05-04-2004)
(Office of Origin: IRM/APR/RG)*

5 FAM 851 REQUIREMENTS

(TL:IM-50; 05-04-2004)

- a. In accordance with OMB A-130, every information system in the Department must have a contingency plan. This plan must be developed, documented, and tested for each general support system and major application.
- b. System Administrators may download an appropriate contingency planning tool from the IRM/IA web page. See also 12 FAM 622 and 12 FAM 632 Backup and Contingency Planning.

5 FAM 852 BACKUPS

(TL:IM-50; 05-04-2004)

- a. Regardless of the size of the system, system and data files must be backed up regularly (at least once per week). The IMO/ISO/System Administrator has responsibility to:

Establish a method and time for backups and adhere to the schedules;

Determine which files are to be backed up, and when and how they will do it;

Decide when to back up based on the local operational environment; and

Notify users of backup schedules.

- b. Copies of backup tapes or disks must be stored in a safe place off-site.
- c. Users should back up critical files on their own PCs on an established

schedule as a precaution.

- d. See 12 FAM 622.3-1 Backup or 12 FAM 632.3-1 Backup for more information.

5 FAM 853 THROUGH 859 UNASSIGNED